

**Special Instructions for Reimbursement to
Ronald McDonald House for Overnight Medical Stay
Review Medicaid Policy Section 651**

When a Traditional Medicaid client must travel for medical care and stays at the Ronald McDonald House, follow these procedures for reimbursing the overnight stay costs.

1. Verify whether the bill for Ronald McDonald House (RMH) is paid or unpaid. Ask for proof of payment. If unpaid (or partially unpaid), ask for a copy of the bill so you know the unpaid amount and which location to pay.
2. If the client has already paid Ronald McDonald House in full, reimburse the client directly for the allowable costs. (See sec. 651-6) Remember your CAAL notes.

[Note: Workers can reimburse **1 or 2 nights**. Sec. 651-4 #2. The Prior Authorization Unit at HCF must approve additional nights before you can reimburse them.]

3. If the Ronald McDonald House bill is **unpaid** or **partially unpaid**, complete the BES 707 voucher and send it directly to RMH. DWS staff must call or email Jacky Stokes (538-6418) to ask for a 707 form. Reimburse RMH first! Then, reimburse the client for any portion the client paid or for food costs. Follow these steps:
 - a. Complete the client information in Boxes 1, 2 & 3 on BES 707.
 - b. In Box 4 enter "Medical lodging cost at Ronald McDonald House."
 - c. In Box 5, enter the number of nights being reimbursed. (If the client stayed more nights than policy allows and they were not approved by HCF, the client must pay for those nights.)
 - d. In Box 6, enter the vender information, i.e., Ronald McDonald House. There are two locations in the Salt Lake area.
 - 1) 935 E. South Temple, SLC, 84102, (801) 363-4663.
 - 2) 1135 E. South Temple, SLC 84102, (801) 359-8073
 - e. In Box 7 enter the total amount to be paid to RMH for the overnight stay.
 - 1) Cover the allowed charges at RMH first. Any remaining amount of the \$50, up to \$25, can be used to reimburse the client for actual food costs. (Receipts of food costs are required.)
 - 2) If an attendant is required and stayed with the client, allow up to \$50 a day for the attendant, with the same \$25 food limit.
 - f. Complete lines 8, 9 and 10.

4. After completing the form, FAX a copy to Robert Knudsen at the BES Administrative Office. The FAX number is (801) 538-6952.
5. Send the white and the yellow copies directly to the Ronald McDonald House. They will complete the bottom part of the form and send it to the BES Administrative office for reimbursement. File the pink copy in the client's case record.
6. Write a clear explanation on the client's CAAL record of the reimbursement amount, dates of stay and that it was vendored to the Ronald McDonald House.
7. Tell the client that the overnight stay costs for RMH have been paid directly to the RMH. The client's reimbursement will only include any approved mileage, any portion the client **actually paid** to RMH, and actual food costs **if** part of the \$50 (up to \$25) is left to cover food. Complete any allowed reimbursement to the client for these items.